



## 1. Disbursement of Vouchers

All financial aid recipients and payees with approved vouchers are paid on a cash basis/check.

<b>Office/Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	<i>Simple</i>			
<b>Type of Transaction:</b>	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
<b>Who may avail:</b>	All financial aid recipients and payees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Financial Assistance</b>				
Approved vouchers (Original)		Recipient		
Valid ID (Original)		Recipient		
Authorization letter in the absence of the recipient (Original)		Recipient		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present approved voucher for verification.	1. Verify the Voucher for payment	None	1 Minute	<i>Administrative Asst. Window 9 Treasury Office</i>
2. Present Valid ID	2. Verify the ID presented	None	1 Minute	<i>Administrative Asst. Window 9 Treasury Office</i>
3. Affix the signature in the voucher and receive payment	3. Make the client sign in the voucher and release the cash/check assistance	None	2 Minutes	<i>Administrative Asst. Window 9 Treasury Office</i>
<b>TOTAL:</b>		<b>None</b>	<b>4 Minutes</b>	



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>For Payees (suppliers, contractors and service providers)</b>	
Approved vouchers (Original)	Municipal Treasury Office
Official Receipts (Original)	Recipient
Valid ID (Original)	Recipient

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present approved voucher for verification.	1. Verify the Voucher for payment	None	1 Minute	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
2. Present Valid ID	2. Verify the ID presented	None	1 Minute	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
3. Affix the signature in the voucher and receive payment	3. Make the client sign in the voucher and release the cash/check assistance	None	2 Minutes	<i>Admin. Aide III</i> in front of the Mun. Treasury Office
<b>TOTAL:</b>		<b>None</b>	<b>4 Minutes</b>	